

LIVESCAN FINGERPRINT PROCEDURES

The following livescan fingerprint procedures and livescan fingerprint request form are effective April 1, 2010 – July 30, 2010. On July 31, 2010, these procedures and the request form are repealed.

ALL APPLICANTS

Beginning December 18, 2008, the Sponsoring Mortgage Broker, Lender, or Servicer may contact Michigan State Police to obtain an Agency ID number.

To obtain an Agency ID number, the Sponsoring Mortgage Broker, Lender, or Servicer needs to contact Michigan State Police via fax 517-241-0866 (Attention Jennifer) or email mssp-crd-applhelp@michigan.gov, providing the following on **company letterhead**:

- Fingerprint reason: **MLO** – Michigan Loan Officer Registration, MCL 445.1652a or MCL 493.52a
- Sponsoring Mortgage Broker, Lender, or Servicer Information: contact person name, mailing address, phone number, fax number, email address

Per Michigan State Police, check with your technical support to assure that the listed e-mail address will not be blocked from receiving messages - ALIASResponse@michigan.gov

Once the Sponsoring Mortgage Broker, Lender, or Servicer obtains its Agency ID number, this number will be used for each Loan Officer Applicant it wishes to employ. The Sponsoring Mortgage Broker, Lender, or Servicer needs to retain its Agency ID number for future use.

The Agency ID number needs to be printed or typed legibly on the LiveScan Fingerprint Request form, along with the Sponsoring Mortgage Broker, Lender, or Servicer's name (omitting assumed names) as approved with the Michigan Office of Financial and Insurance Regulation.

The state and FBI criminal records check results will be sent directly to the Sponsoring Mortgage Broker, Lender, or Servicer from the Michigan State Police via email, and mail if a record is found.

Fees for the fingerprinting and criminal records check are the responsibility of the Loan Officer Applicant or the Sponsoring Mortgage Broker, Lender, or Servicer.

MICHIGAN RESIDENTS ONLY

Once the LiveScan Fingerprint Request form is fully completed, the Loan Officer Applicant can schedule a livescan fingerprint appointment with any Michigan based livescan vendor that can scan fingerprints for **"applicant work"**.

The Loan Officer Applicant needs to bring the following to the scheduled appointment:

- Completed LiveScan Fingerprint Request form
- His/Her driver's license or other valid form of identification
- Form of payment selected when appointment was made

The livescan technician will scan the Loan Officer Applicant's fingerprints and submit the data to the Michigan State Police. Michigan State Police will submit the data to the FBI and results will be sent back to the Michigan State Police.

The Loan Officer Applicant will receive a signed receipt at the end of his/her fingerprinting session that should be submitted to the Sponsoring Mortgage Broker, Lender, or Servicer as proof of fingerprinting.

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NON-MICHIGAN RESIDENTS ONLY

Once the LiveScan Fingerprint Request form is fully completed, the Loan Officer Applicant should obtain a set of fingerprints from a local law enforcement agency on an FBI applicant card or any state applicant card.

The Loan Officer Applicant needs to make sure the FBI applicant card is completely filled out. Required information includes: full name, other names used, home address, date of birth, state/country of birth, race, gender, height, weight, hair color, eye color, fingerprint reason, and Agency ID number.

- The **Agency ID number** needs to be stated in the Address box
- The reason fingerprinted needs to state **MLO**

Failure to completely fill out the information on the FBI applicant card will result in the card being returned to the Loan Officer Applicant, which will delay the process.

The Loan Officer Applicant or the Sponsoring Mortgage Broker, Lender, or Servicer needs to mail the following items to **Michigan State Police - CRD, PO Box 30634, Lansing, MI 48913**

- Completed LiveScan Fingerprint Request form
- Completed FBI applicant card
- Business check or money order payable to **State of Michigan** in the amount of **\$49.25** – Include the full name of the Loan Officer Applicant on the check or money order

Michigan State Police will scan the Loan Officer Applicant's fingerprints will submit the data to the FBI and results will be sent back to the Michigan State Police.

LIVESCAN FINGERPRINT REQUEST

Fingerprint Reason: MLO – Michigan Loan Officer Registration, MCL 445.1652a or MCL 493.52a

TO BE COMPLETED BY SPONSORING MORTGAGE BROKER, LENDER, OR SERVICER

Michigan State Police Agency ID: _____

Name: _____
(As approved with the Michigan Office of Financial and Insurance Regulation)

TO BE COMPLETED BY LOAN OFFICER APPLICANT

Name: _____
First Last Middle

AKA (other names used): _____
First Last Middle

Home Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone (include area code): _____

Date of Birth (mm/dd/yyyy): _____ State/Country of Birth: _____

Race: _____ Gender: Male Female

Height: _____ Weight: _____

Hair Color: _____ Eye Color: _____

TO BE COMPLETED BY LIVESCAN VENDOR

Date fingerprinted/scanned: _____ Type of picture ID presented: _____

When form is complete:

Michigan Resident – Hand deliver form to the livescan vendor at scheduled appointment

Non-Michigan Resident – Mail form to: **Michigan State Police - CRD**
PO Box 30634
Lansing, MI 48913

Authority: 1987 PA 173 as amended and 1981 PA 125 as amended. Failure to truthfully and accurately complete and provide this document to the proper authority will result in the inability to obtain fingerprints for a loan officer registration criminal history check.



Michigan Department of Energy, Labor & Economic Growth

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